Downtown San Diego Clean & Safe Board of Directors

March 14, 2017 at 8:30 a.m.
401 B Street, Suite 100
San Diego, CA 92101

Welcome

- Non Agenda Public Comment
- Approval of Minutes: 2.14.2017 (Page 2) Action
- Next Board Meeting: 4.11.2017 at 8:30 a.m.— 401 B Street, Suite 100 San Diego 92101

Guest Speakers

- Downtown Tree Lighting Program, Brendan McCartney The Lighting Element

Team Update

- Homeless Outreach Update: A. Quiros, L. Hamilton, Homeless Outreach Coordinators (Page 3-5)
- Safe Update: A. Gutierrez, Director of Operations (Page 6)
- Clean Update: E. Romo, Operations Manager (Page 7)
- Placemaking Update: L. Koerschgen, V.P. of External Affairs (Page 8)
    - Tree Light Removal Action
- Media Update (Handout)

Budget and Contracts

- Review & Approve FY18 Budget: A. Kostick, VP of Finance and Admin. (Handout) Action
- Review & Approve FY18 Audit Firm: A. Kostick, VP of Finance and Admin. (Pages 9-11) Action
- FY18 Contracted Services: A. Vivas, Executive Director (Page 12-13)
    - Tree Trimming- Neighborhoods Action
    - Tree Trimming- MTS Action
    - Tree Trimming- Palm Trees Action
    - Water Feature Maintenance Action
    - Powerwashing Action
    - Safety Services Action
    - Tree Lighting Maintenance Action

Member Discussion

- Member Discussion

Adjourn

THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST. To request an alternative format or to request a sign language or oral interpreter for the meeting, please contact the Clean & Safe Program office at least five (5) working days before the meeting at (619) 234-8900 to ensure availability. Assist[illegible]stening Devices (ALDs) are available for the meeting upon advanced request.

Downtown San Diego Clean & Safe Board Meeting Minutes

February 14th, 2017 at 8:30 a.m.
Downtown San Diego Partnership
401 B St, Suite 100
San Diego, CA 92101

Call to Order

The meeting was called to order at 8:34 a.m.

The following board members were present: LC Cline, Barbara Daly, Howard Greenburg, Rocco Joel, Mike Madigan, Kris Michell, Mark Navarra, Sumeet Parekh, Bill Sauls, Michael Trimble, and Joan Wojcik.

The following staff members were present: Franklin Coopersmith, Josh Frost, Maribel Gil, Latara Hamilton, Lise Koerschgen, Alicia Kostick, Arturo Quiros, Ernesto Romo, Alonso Vivas, and Angela Wells.

The following guests were present: Dr. Michael Krelstein, Pat Pressel, Barbara Putis, and Susan Russo.

Non-Agenda Public Comment

Chairman Parekh opened the meeting with a request for non-agenda public comment. There were no non-agenda public comments made.

Guest Speaker

Dr. Michael Krelstein, M.D., Behavioral Health Services Clinical Director, County of San Diego Health and Human Services Agency, spoke to the group regarding Project One for All and the San Diego Assisted Outpatient Treatment program.

Executive Director Update

Mr. Alonso Vivas gave an update on staffing changes and encouraged attendees to refer to the supporting documents provided for updates on organizational operations, homeless services, and placemaking programs.

Financial Report

Ms. Alicia Kostick provided an update on the FY18 draft budget.

Member Discussion

Board members discussed the FY18 draft budget and provided feedback to staff.

Adjourn

The meeting was adjourned at 10:03 a.m.

PBID Meeting

Monthly Report

March 14, 2017

2015													
	Jan	Feb	Mar	Apr	May	June	July	*Aug	*Sept	Oct	*Nov	Dec	Average
East Village	415	468	446	424	386	462	482	405	366	472	548	604	457
Core Columbia	177	200	173	196	161	171	235	152	118	102	129	206	168
Marina	22	20	15	16	15	21	29	31	26	16	25	23	22
Cortez	52	33	22	40	43	48	39	45	52	32	45	40	41
Gaslamp	19	23	59	19	24	18	25	24	19	55	18	11	26
Monthly Totals:	685	744	717	695	629	720	810	657	581	677	765	884	714
2016													
	*Jan	*Feb	Mar	Apr	May	*June	*July	Aug	Sept	*Oct	*Nov	Dec	Average
East Village	391	518	549	619	785	850	866	894	741	783	844	1094	745
Core	147	118	123	97	167	97	119	276	168	148	138	132	144
Columbia	50	45	65	30	54	65	38	34	47	56	50	43	48
Marina	28	33	22	27	38	38	45	51	48	44	18	36	36
Cortez	32	47	44	30	66	57	57	86	86	65	72	60	59
Gaslamp	24	50	39	40	38	49	37	45	50	34	48	50	42
Monthly Totals:	672	811	842	843	1148	1156	1162	1386	1140	1130	1170	1415	1073
**EAST VILLAGE BREAKOUT													
North EV	119	179	102	113	132	274	182	205	172	166	185	208	170
South East EV	255	323	424	475	611	546	640	644	545	594	630	857	545
South West EV	17	16	23	31	42	30	44	45	24	23	29	29	29
CONNECTIONS HOUSING/PATH													
Outreach Area	105	75	85	63	169	113	123	226	181	138	143	109	128
2017													
	Jan	*Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Average
East Village	629	663											646
Core	117	168											143
Columbia	36	35											36
Marina	26	62											44
Cortez	32	42											37
Gaslamp	42	57											50
Monthly Totals:	882	1027											955
**EAST VILLAGE BREAKOUT													
North East EV	110	103											107
North West EV	54	81											68
South East EV	450	457											454
South West EV	15	22											19
CONNECTIONS HOUSING/PATH													
Outreach Area	78	93											86

**North East Village is the area north of Market Street. South East is the area east of Park Ave. south of Market Street. South West is the area west of Park Ave. south of Market Street

Family Reunification Program Update

During the month of February, the Family Reunification Program assisted **25 clients to reconnect with their family and support system**.

Overall since late 2011, the program has **assisted 1,074 clients to return home with their loved ones**. Efforts are being made to expand the Family Reunification Program with collaboration from the City of San Diego and with the partnership from Travelers Aid San Diego.

Family Reunification Program Success Story

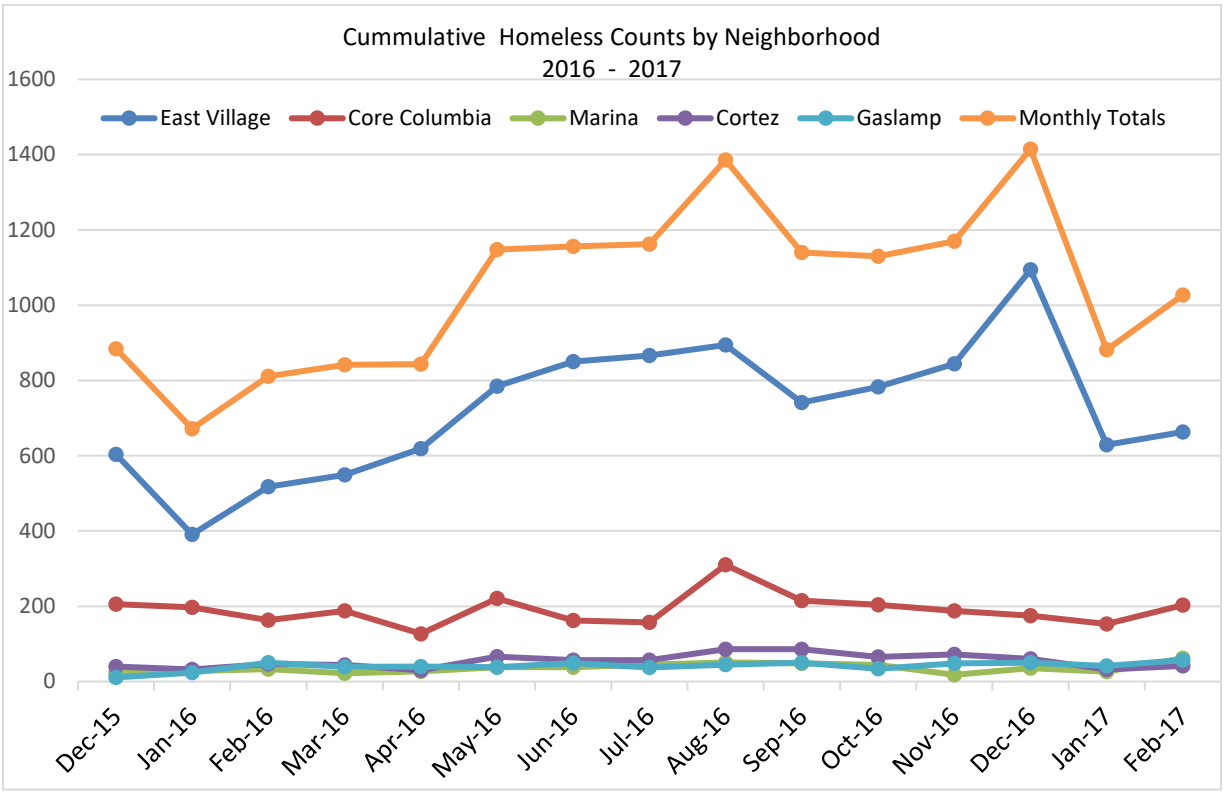
Jamie and Frank Townsend came to the Clean & Safe office looking for travel assistance to return to Las Cruces, New Mexico. The couple spent the past two months at St. Vincent's Paul Mirabile Center. Prior to sleeping at the shelter, they spent six months living on the streets of downtown San Diego.

Jamie and Frank came to San Diego looking for better living opportunities. They chose San Diego because Frank was stationed here when he was in the military. The couple is expecting a child, and they have made the decision to not give birth in a homeless shelter – opting instead to move in with Frank's uncle in Oregon. Frank's goal is to find employment as soon as possible with his uncle's landscaping business. Ultimately, he would like to secure a job as a cook (something he loves to do) while Jamie take cares of their new baby. Last week, our outreach coordinators confirmed that Frank and Jaime arrived safely in Las Cruces. We look forward to catching up with the Townsend family in a few months to see how they are transitioning to parenthood in New Mexico.

Project One for All update

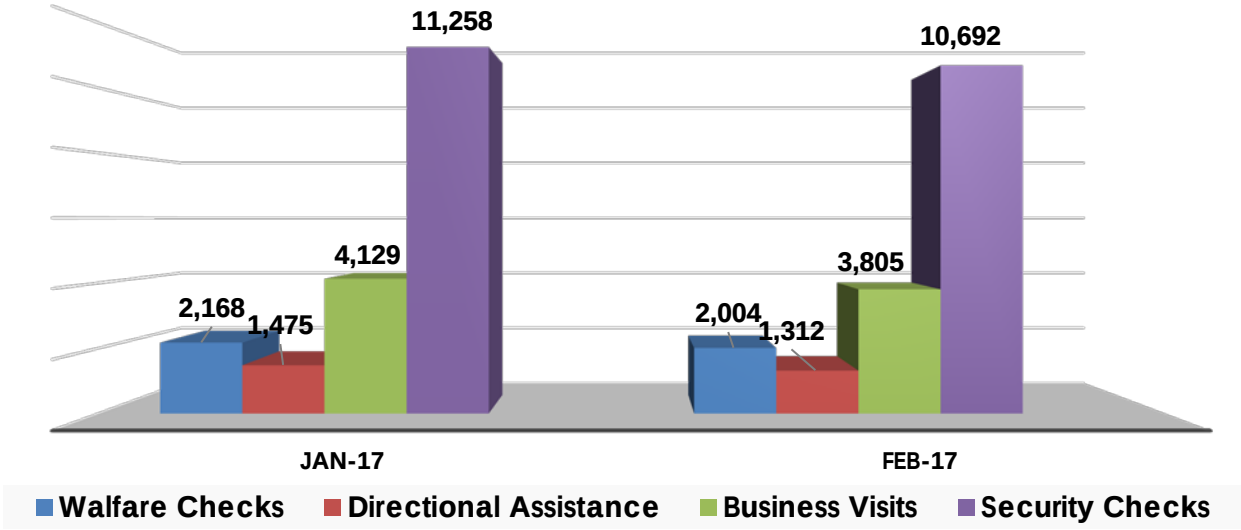
The SDHC partnership with the County of San Diego in its effort to provide housing opportunities to 1,250 homeless San Diegans combined with supportive services. A total of 733 federal housing vouchers are being provided by SDHC to the County to serve homeless San Diegans who are living in the City of San Diego. As today, 155 housing vouchers have been awarded and 16 households have secured housing.

February 2017 Homeless Count Graph

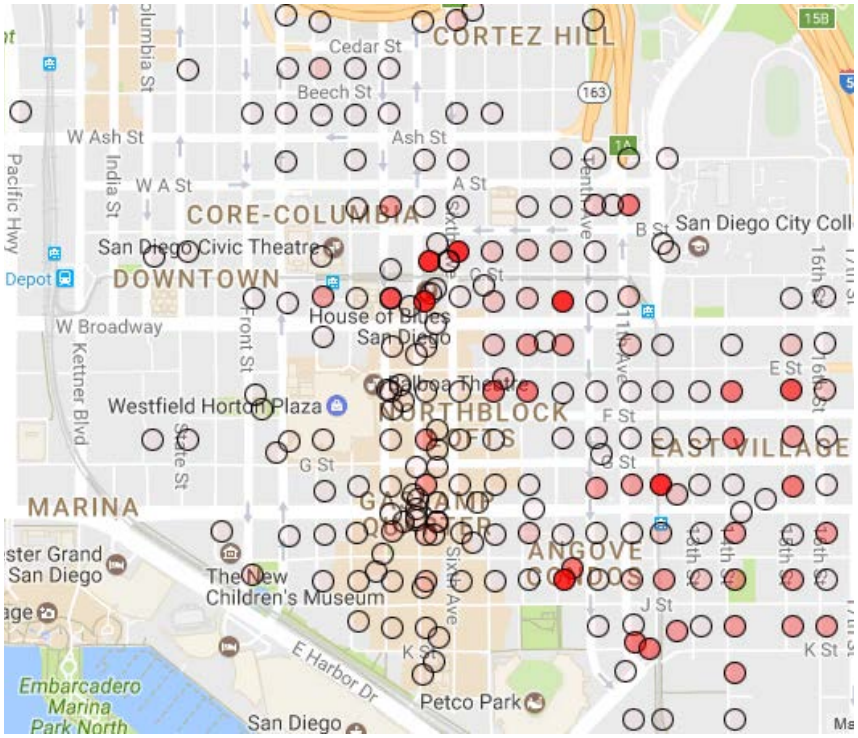


Downtown San Diego Clean & Safe Board
Safe Update

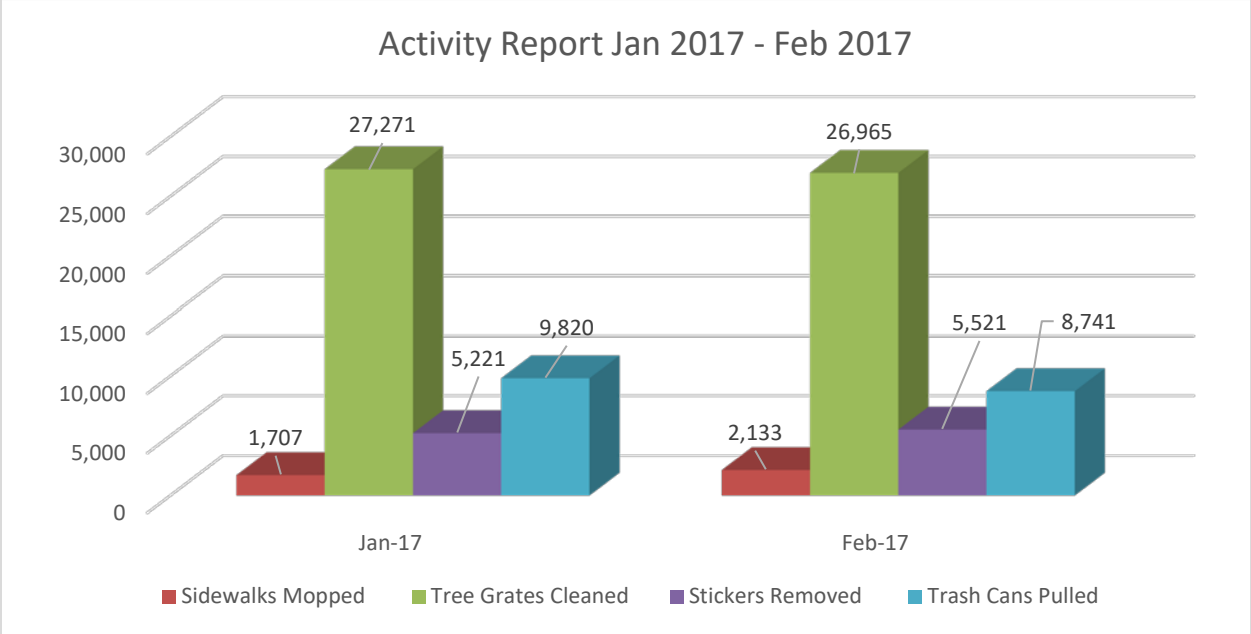
Activity Report Jan 2017 - Feb 2017



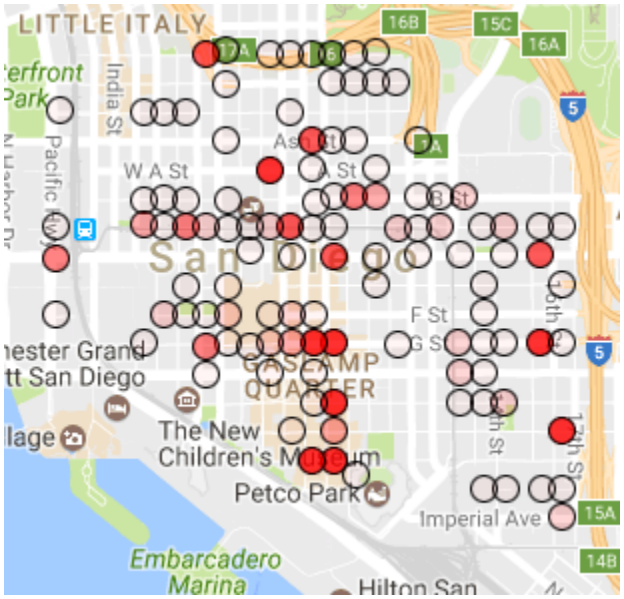
Impeding Sidewalk Access (Jan 2017- Feb 2017)



Downtown San Diego Clean & Safe Board Clean Update



Trash Routes (Jan - 16 to Feb - 17)



Placemaking Update

Action: Approve removal of tree lights on 10th avenue.
Action: Approve removal of tree lights on 4th, 5th, and 6th avenues.

Staff recommends removal of the tree lights on 10th avenue in East Village and tree lights on 4th, 5th & 6th avenues in Gaslamp Quarter, Marina, Core & East Village, due to condition and age of tree lights.

Removal of Tree Lights Proposal

	# Trees	Dr Electric Estimate	Aztec Estimate
Core	7	$2,450.00	$315.00
East Village	32	$11,200.00	$1,440.00
EV 10th Ave	49	$17,150.00	$2,205.00
Gaslamp	174	$60,900.00	$7,830.00
Marina	18	$6,300.00	$810.00
TOTAL	**280**	**$98,000.00**	**$12,600.00**

Clean & Safe
FY18 RFP Recommendation

RFP: Audit & Tax Services

The Downtown San Diego Partnership Audit & Tax Services Ad Hoc Selection Committee has reviewed all submitted proposals for Audit and Tax services. Based on analysis of the 8 prospective contractors, the subcommittee recommendation is to negotiate a multi-year agreement with Aldrich not to exceed their proposal amount of $25,700. Aldrich is a leader in the industry, providing services and solutions to more than 1,000 organizations. They have extensive experience as a major player in the non-profit accounting arena. They have excellent references.

Committee Action Recap: Audit & Tax Services

Action Item: Committee recommendation is to negotiate a multi-year contract with Aldrich for the Audit and Tax Services contract.

Motion: Sumeet Parekh
Second: John Moot
Approved unanimously

Audit Selection Committee Attendees:
Bill Sauls, Chair
Sumeet Parekh
Claudine Scott
Barbara Daly
John Moot

Recommended Motion: Clean & Safe Board

Motion to accept Aldrich as the contractor for FY18 Audit and Tax Services as follows:

- Year One - $21,000
- No more than 3% increase per year for subsequent years

FY18 Audit & Tax RFP
Analysis of Proposals

SCOPE	ALDRICH	HARSHWALL	LINDSAY & BROWNALL	MOSS ADAMS
Professional Experience	• 300+ nonprofit orgs. • 25 nonprofit staff • 300 employees • 5 personnel assigned	• Nonprofit experience • 25 local employees • 5 personnel assigned	• Nonprofit experience • 24 local employees • 6 personnel assigned	• 1,265+ nonprofit orgs. • 180+ nonprofit staff • 5 personnel assigned
Approach	• Revenue sources • Internal Controls: o Cash receipts o Cash disbursements • Journal entries • Allocation of expenses • Related party transactions	• Review of systems & structure, logic & flow, source docs etc. • Internal Controls: o Revenue o Expenditures o AP and AR o Legal compliance o Assets and liabilities • IT Controls • Fund balances • Obligations & reserves	• Interview staff: current processes • Test: o Financial statements o Balances • Review accounting records • Communication with management	• Entrance meetings • Create strategy • Internal Controls: o Processes o Prior year audit o Revenue/Deferred o Expense allocation o Financial reporting and intercompany • Substantive tests • Analytical & data analysis
Deliverables	• Annual Audit • 990 Taxes • Financial reporting guidance	• Annual Audit • 990 Taxes	• Annual Audit • 990 Taxes	• Annual Audit • 990 Taxes • Financial reporting guidance
References	• 211 San Diego • CleanTech San Diego • Social Advocates for Youth • Junior Achievement	• City of Oakland • Mission Neighborhood Center • Community Child Care Council • Family Paths • Our Common Ground	• Price Charities • The Parker Foundation • Gary & Mary West Found. • Gary & Mary Health Institute • The Legler Benbough Found. • Jewish Federation of SD County	• San Diego Regional EDC • Angels Foster Family Network • Episcopal Community Services

FY18 Audit & Tax RFP
Analysis of Proposals

COSTS	ALDRICH CPAs + ADVISORS	HARSHWALL & COMPANY	LINDSAY & BROWNALL	MOSS ADAMS
Audit:	$21,000	$14,907	$20,000	$25,000
Taxes:	$3,850	$2,850	$3,000	$8,050
Subtotal*:	**$24,850**	**$17,757**	**$23,000**	**$33,050**
Additional:	Taxes: • Public Spaces $850	Taxes: • Public Spaces $504 • Clean & Safe: $725 • BID: $504	Review Fee: • $1,500	Taxes: • Public Spaces $2,500 • Clean & Safe: $6,000 • BID: $2,850
Total:**	**$25,700**	**$19,490**	**$24,500**	**$44,400**
Notes:	<5% Increase per year		3 year package: • 2017: $20,000 (fee) • 2018: $21,000 • 2019: $23,500	3 year package: • 2017: $44,400 • 2018: $47,618 • 2019: $48,719
Current Total:	$29,000	$29,000	$29,000	$29,000
Variance to Subtotal	**-$4,150**	**-$11,243**	**-$6,000**	**+$4,050**
Variance to Total:	**-$3,300**	**-$9,510**	**-$4,500**	**+$15,400**

*Subtotal = total cost for **essential** services needed (foundations requiring a 990N can be processed by staff)

Total = total costs for **all services quoted in proposal including 990 for all entities and additional fees,

Clean & Safe
FY18 Contract Services

Following is a summary of our negotiated rates with the Clean & Safe contractors for FY18. Negotiated rates are provided for review and approval by the Downtown San Diego Partnership's Clean & Safe Board, Executive Committee and Board of Directors.

Tree Trimming - neighborhoods

Aztec Landscaping provides Tree trimming services in all six neighborhoods excluding those trees along the MTS line. Aztec Landscaping increased the per-tree cost from $65.20 to $66.50 due to the projected increase of 2% living wage.

***Action Item 1:* Staff recommendation is to offer Aztec Landscaping the FY18 tree trimming contract for the neighborhoods with the requested increase.**

Service	FY17 Actual + Projected	FY18
Tree Trimming	$103,000	$105,000
Trees Trimmed	1580	1580

Tree Trimming – MTS

Davey Tree Expert Company provides Tree trimming services along the MTS line in the neighborhoods of Core and East Village. Davey Tree Expert Company did not change their cost per tree. East Village $125 per tree and Core/Columbia $154 per tree.

***Action Item 2:* Staff recommendation is to offer Davey Tree Expert Company the FY18 tree trimming contract along the MTS line.**

Service	FY17 Actual + Projected	FY18
Tree Trimming	$15,000	$15,000
Trees Trimmed	95	95

Water Feature Maintenance

California Aquatics provides general maintenance services to Children's Pond five days a week. California Aquatics contract contemplates no change in cost for the same level of service.

***Action Item 3:* Staff recommendation is to offer California Aquatics the FY18 water feature maintenance contract.**

Service	FY17 Actual + Projected	FY18
Water Feature Maintenance	$30,000	$33,000
Service Level	5 days per week	5 days per week

Powerwashing

Green Clean Water and Waste provides pressure washing services in all six neighborhoods. Green Clean contract contemplates an increase of 2% in service rates for FY18 due to the anticipated increase in living wage as well as additional services and some required equipment upgrades. FY17 rate $43.98-$49.61 a sidewalk to FY18 rate of $44.86-$50.60 a sidewalk.

***Action Item 4:* Staff recommendation is to offer Green Clean Water and Waste the FY18 powerwashing contract with the requested increase.**

Service	FY17 Actual + Projected	FY18
Pressure Washing	$783,400	$844,400
Sidewalks	17,111	17,941

Safety/Security

Universal Protection Service provides security patrols of all six neighborhoods. DSDP has requested additional 13,936 hours, which are approximately 6-7 safety ambassadors for the contract as well as keeping 2 safety supervisors. The cost per hour of service has increased by 2.62% to accommodate the projected living wage increase.

***Action Item 5:* Staff recommendation is to offer Universal Protection Service the FY18 security contract with the requested increase.**

Service	FY17	FY18
Safety Services	$1,628,947.27	$1,967,795.97
Annual Hours	76,752	90,688

Tree Lighting Maintenance

Dr. Electric provides tree light maintenance services for the various trees throughout downtown. Dr. Electric did not change their cost per tree $155.73

***Action Item 6:* Staff recommendation is to offer Dr. Electric the FY18 tree lighting maintenance contract.**

Service	FY17 Cost	FY18 Cost
Tree Lighting Maintenance	$109,945	$109,945
Service Level	3-4 per week	3-4 per week